



**Inland Valley Development Agency  
1601 East Third Street, Suite 100  
San Bernardino, CA 92408**

**Request for Qualifications for  
Design Build Services  
Former Defense Finance and Accounting Service Building  
DFAS Building No. 1**

**1. INTRODUCTION**

The Inland Valley Development Agency (IVDA) (a joint powers authority comprised of the County of San Bernardino and the cities of Colton, Loma Linda, and San Bernardino) is issuing a Request for Qualifications (RFQ) to solicit responses from qualified developer, broker and contractor teams with the vision, resources and expertise to enter into a design build services agreement with the IVDA for the buildout of an 88,000 square foot two story office building. In recent years, the IVDA has made substantial investments in building tenant improvements, parking lot and other facility upgrades to the site. There is approximately 75,000 square feet of leasable space. There is adequate reciprocal parking with near a 5 per thousand square foot parking ratio.

The building is located at 1111 East Mill Street in San Bernardino in close proximity to the San Bernardino International Airport. This was the location for the former United States Air Force Defense Finance and Accounting Services at the former Norton Air Force Base (DFAS Building No. 1). DFAS Building No. 1 is owned by the IVDA and is currently occupied by two tenants, (1) the Child Care Resource Center (CCRC) and (2) The Inland Juvenile Panel Attorneys (law offices). The IVDA is currently pursuing a potential lease for the County of San Bernardino which would require significant tenant improvement upgrades (See attached Site Map).

**1.1 Submission Deadline**

For full consideration, response to this RFQ is due at the IVDA's administrative office located at 1601 E. Third Street, Suite 100, San Bernardino, CA 92408 no later than **Thursday, April 23, 2026, at 10:00 a.m.** Please submit (a) one (1) signed original copy of the RFQ addressed to the attention of Ms. Jillian Ubaldo, Clerk of the Board. In bold lettering, mark the envelope with the following words: "RFQ for Design Build Services - DFAS Building No. 1"; and (b) the completed response template attached hereto (Exhibit "A").

**2. RFQ DESCRIPTION**

This Request for Qualifications is to invite developer and contractor teams to submit qualifications to participate in delivering design build services for the design, engineering, value engineering, development and construction of building systems and tenant improvements to create build-to-suit, turn-key office space in the DFAS Building No. 1.

### **3. SCOPE OF SERVICES**

Under the direction and in close coordination and collaboration with the IVDA, the selected Design-Build team shall provide comprehensive design, engineering, value engineering, and construction services for the full-scale development, and construction of building systems and tenant improvements to deliver turn-key office spaces. The current estimate for this work is \$100 - \$150 per square foot of rentable interior space. All aspects of the project will be subject plan check and permitting through the IVDA and City of San Bernardino.

### **4. SELECTION AND AWARD SCHEDULE**

The following milestones are provided for reference only. The IVDA reserves the right to modify the dates presented herein at its own sole discretion.

Issue RFQ	March 26, 2026
Non-mandatory walk-through of facility	April 09, 2026
Deadline for Questions	April 16, 2026
Proposal due date	April 23, 2026
Optional Interviews Week of	April 27, 2026
Selection and notification Week of	May 04, 2026
Approval by Board	May 13, 2026

### **5. QUALIFICATION REQUIREMENTS**

The IVDA requires the following qualifications from respondents:

- Must be properly licensed with the State of California and local regulators in the areas of expertise, including providing evidence that the members of the design-build team have completed, or demonstrated the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity, and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the project, and a financial statement that ensures that the design-build entity has the capacity to complete the project.
- Must possess the licenses, registration, and credentials required to design and construct the project, including, but not limited to, information on the revocation or suspension of any license, credential, or registration.
- Must provide evidence that establishes that the design-build entity has the capacity to obtain all required payment and performance bonding, liability insurance, and errors and omissions insurance.
- Must provide information concerning workers' compensation experience history and a worker safety program.
- Must provide evidence of an acceptable safety record. A proposer's safety record shall be deemed acceptable if its experience modification rate for the most recent three-year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period does not exceed the applicable

statistical standards for its business category or if the proposer is a party to an alternative dispute resolution system as provided for in Section 3201.5 of the Labor Code.

- The information required under this FRQ shall be certified under penalty of perjury by the design-build entity and its general partners or joint venture members, as applicable.
- A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the IVDA that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades, in accordance with applicable law under the State of California, specifically Chapter 2.9 (commencing with Section 2600) of Part 1.
- Must complete the Conflict of Interest Form, attached hereto as Exhibit “B” as part of its submission.
- Be able to provide past project references and examples of completion of similarly scaled and sized commercial office tenant improvement design build projects in the region.

## **6. SELECTION PROCESS**

A Selection Committee designated by the IVDA will evaluate the RFQs. The selection committee may short-list RFQs after the initial evaluation and interviews will be scheduled thereafter.

## **7. PRE-SUBMITTAL ACTIVITIES**

**7.1. Questions Concerning RFQ** – In order to control the dissemination of information regarding this RFQ, organizations interested in submitting an RFQ shall not make personal contact with any member of the IVDA staff members other than Jeff Barrow. Questions regarding this RFQ shall be submitted no later than **Thursday, April 16, 2026, at 10:00 a.m.** All questions must be directed via e-mail to the individual listed below:

Mr. Jeff Barrow, Director of Development  
Inland Valley Development Agency  
1601 E. Third Street, Suite 100  
San Bernardino, CA 92408  
(909) 382-4100, Ext. 810  
Fax: (909) 382-4106  
Email: [jbarrow@sbdairport.com](mailto:jbarrow@sbdairport.com)

**7.2 Non-mandatory facility walk-through** – A non-mandatory walk-through will be held on **Thursday, April 09, 2026, at 1:00 p.m.** local time beginning at the main entrance at 1111 E. Mill Street, San Bernardino, CA 92408. All respondents to this RFQ are encouraged to attend the walk-through.

**7.3 Revision to the Request for Statement of Qualifications.** The IVDA reserves the right to revise this RFQ. Revisions, in the form of an Addendum to this RFQ will be posted on the IVDA website at [www.ivdajpa.org/business-opportunities](http://www.ivdajpa.org/business-opportunities). It is the sole responsibility of interested parties to check the website regularly for updates related to this RFQ. No information or addendums will be sent directly to any interested parties.

## **8. SPECIAL CONDITIONS**

**General** – The IVDA reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to, selection schedule, submittal date, and submittal requirements. If the IVDA cancels or revises this RFQ, it will be posted on the IVDA website. The IVDA reserves the right to interview and request additional information and clarifications from any responders to this RFQ. Selection announcements, contract awards, and all data provided by the IVDA shall be protected from public disclosure.

## **9. ATTACHMENTS TO THIS RFQ**

- Exhibit A: Standard Response Form
- Exhibit B: Conflict of Interest Form
- Exhibit C: Site Map and Design Drawings
- Exhibit D: Scope of Services

**Exhibit "A"**  
STANDARD RESPONSE FORM

Attached

## Exhibit "A" – STANDARD RESPONSE FORM

**Project:** RFQ for Design Build Services - DFAS Building No. 1

**Instructions to Proposer:** This form must be completed in its entirety and included in the envelope marked: "RFQ for Design Build Services - DFAS Building No. 1". All information provided herein is certified under penalty of perjury.

### SECTION 1: ENTITY IDENTIFICATION AND OWNERSHIP

*In accordance with Public Contract Code requirements for privately held entities:*

Entity Legal Name	Business Type (Corp, LLC, JV, etc.)

**Organizational Documents:** If the design-build entity is a corporation, limited liability company, partnership, joint venture, or other legal entity, provide a copy of the filed organizational document (e.g., Secretary of State filing) as **Attachment A**.

**Initial to confirm attachment is included:** \_\_\_\_\_

**List of Owners/Members:** *Provide a listing of all shareholders, partners, or members known at the time of this submission who will perform work on the project.*

1. **Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_
2. **Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_
3. **Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

### SECTION 2: LICENSING AND CREDENTIALS

- **Primary Contractor License No:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Exp:** \_\_\_\_\_
- **Architect/Engineer of Record License No:** \_\_\_\_\_ **Exp:** \_\_\_\_\_
- **Has any license held by the entity or its members been revoked or suspended within the last five (5) years?**  
 **NO**  
 **YES** (If yes, attach a detailed explanation as **Attachment B**).

**SECTION 3: SAFETY RECORD AND WORKERS' COMPENSATION**

Experience Modification Rate (EMR): \* Year 1: \_\_\_\_\_ | Year 2: \_\_\_\_\_ | Year 3: \_\_\_\_\_ |

3-Year Average: \_\_\_\_\_

- Requirement: Average must be  $\leq 1.00$  to be deemed "Acceptable."

**SECTION 4: SKILLED AND TRAINED WORKFORCE COMMITMENT**

**Statement of Enforceable Commitment:** The undersigned Design-Build Entity hereby provides an enforceable commitment to the Local Agency that the entity and its subcontractors at every tier will use a **skilled and trained workforce** to perform all work on the project that falls within an apprenticeable occupation in the building and construction trades, in accordance with Chapter 2.9 (commencing with Section 2600) of Part 1 of the Public Contract Code.

Signature of Authorized Representative: \_\_\_\_\_

**SECTION 5. FINANCIAL, BONDING, AND EXPERIENCE CAPACITY**

- Surety Company: \_\_\_\_\_
- Single Project Bonding Capacity: \$ \_\_\_\_\_
- Aggregate Bonding Capacity: \$ \_\_\_\_\_

**Financial and Experience Requirements:**

1. **Financial Statement (Attachment C):** Provide a financial statement that ensures the design-build entity has the capacity to complete the project.
2. **Project Experience (Attachment D):** Provide a list of prior projects demonstrating that the design-build team has the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity.
3. **Key Personnel (Attachment E):** Provide information demonstrating that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the project.

**SECTION 6: CERTIFICATION (PENALTY OF PERJURY)**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

- **Signature:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

## Required Attachments Checklist

Initial	Attachment	Description	Section Reference
_____	<b>A</b>	<b>Organizational Documents:</b> Copy of filed Secretary of State filings (Corp, LLC, JV, etc.).	Section 1
_____	<b>B</b>	<b>License Explanation:</b> Detailed explanation if any license was revoked/suspended in the last 5 years <b>(If Applicable)</b>	Section 2
*If Applicable			
_____	<b>C</b>	<b>Financial Statement:</b> Document ensuring the entity has the capacity to complete the project.	Section 5
_____	<b>D</b>	<b>Project Experience List:</b> Evidence of projects of similar size, scope, or complexity.	Section 5
_____	<b>E</b>	<b>Key Personnel Qualifications:</b> Resumes or bios showing sufficient experience and training.	Section 5

**Exhibit "B"**  
CONFLICT OF INTEREST FORM

Attached

# CONFLICT OF INTEREST DISCLOSURE FORM

**Project:** DFAS Building No. 1

**Agency:** Inland Valley Development Agency (IVDA)

All developer and contractor teams interested in conducting business with the IVDA must complete and return this Disclosure Form as part of their RFQ response. Vendors are subject to the IVDA's conflict of interest policies; failure to disclose known potential conflicts may exempt a vendor from doing business with the Agency.

**Certifications:** By signing below, the Vendor certifies the following statements are true to the best of their knowledge:

1. No IVDA official, employee, or immediate family member of a IVDA official/employee has an ownership interest in the vendor's company or is deriving personal financial gain from this project contract.
2. No official or employee who has been retired or separated from the IVDA for less than one (1) year has an ownership interest in the vendor's company.
3. No current IVDA employee is simultaneously employed or prospectively to be employed by the vendor.
4. The vendor declares it has not and will not provide gifts, hospitality, or any other gratuities of any dollar value to any IVDA employee or elected official to obtain or maintain this contract.
5. Please note any exceptions below:

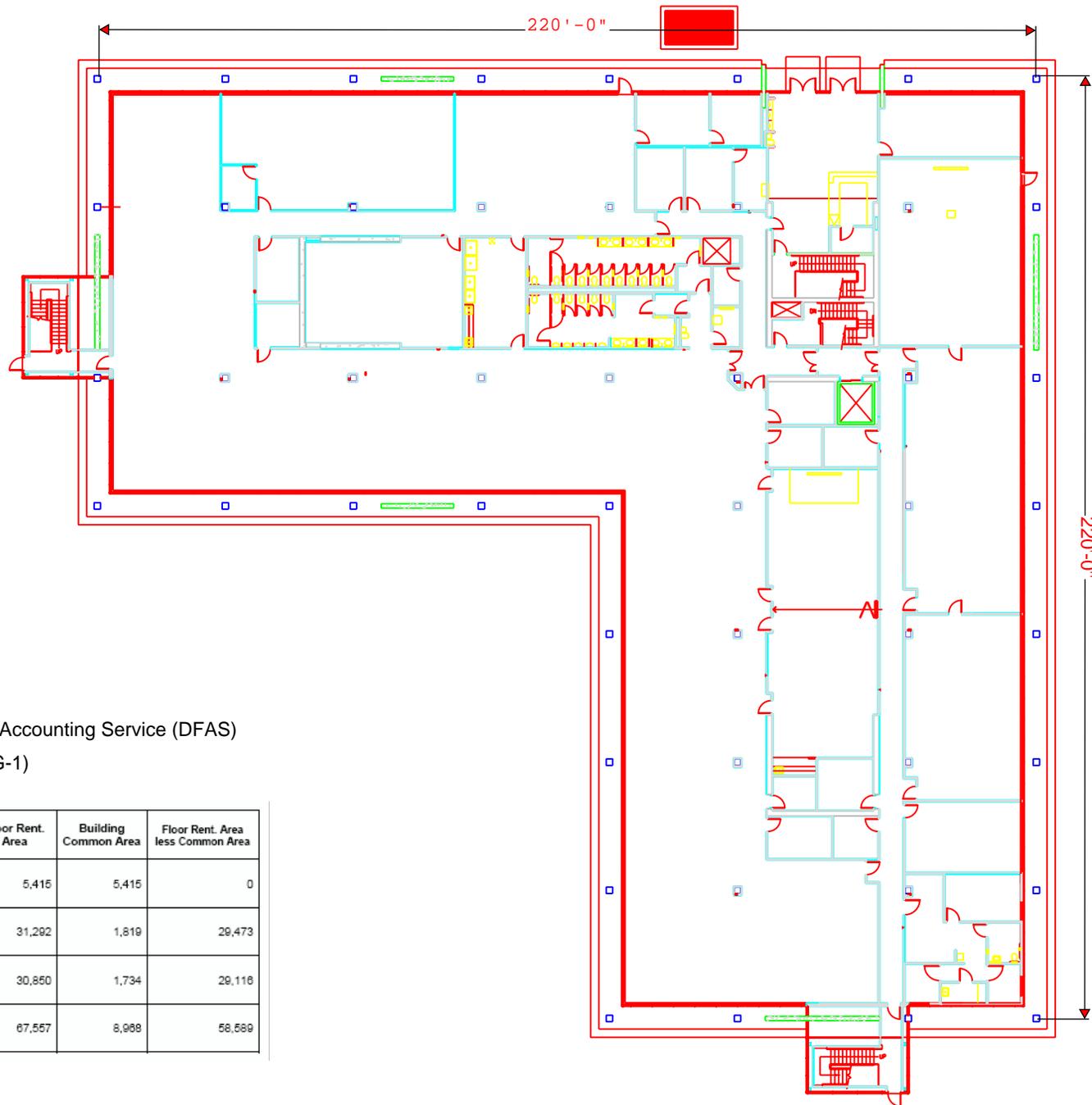
Conflict of Interest Disclosure*			
Name of IVDA official, employee, or immediate family member with whom there may be a potential conflict of interest.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Relationship to employee</td> </tr> <tr> <td style="padding: 2px;">Interest in vendor's company Other (please describe in box below)</td> </tr> </table>	Relationship to employee	Interest in vendor's company Other (please describe in box below)
Relationship to employee			
Interest in vendor's company Other (please describe in box below)			

\*Disclosure does not disqualify vendors.

I certify that the contents of this Conflict of Interest Disclosure are true and correct to my knowledge and I have the authority to certify on behalf of the Vendor by my signature below:		
Vendor Name	Vendor Phone Number	
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

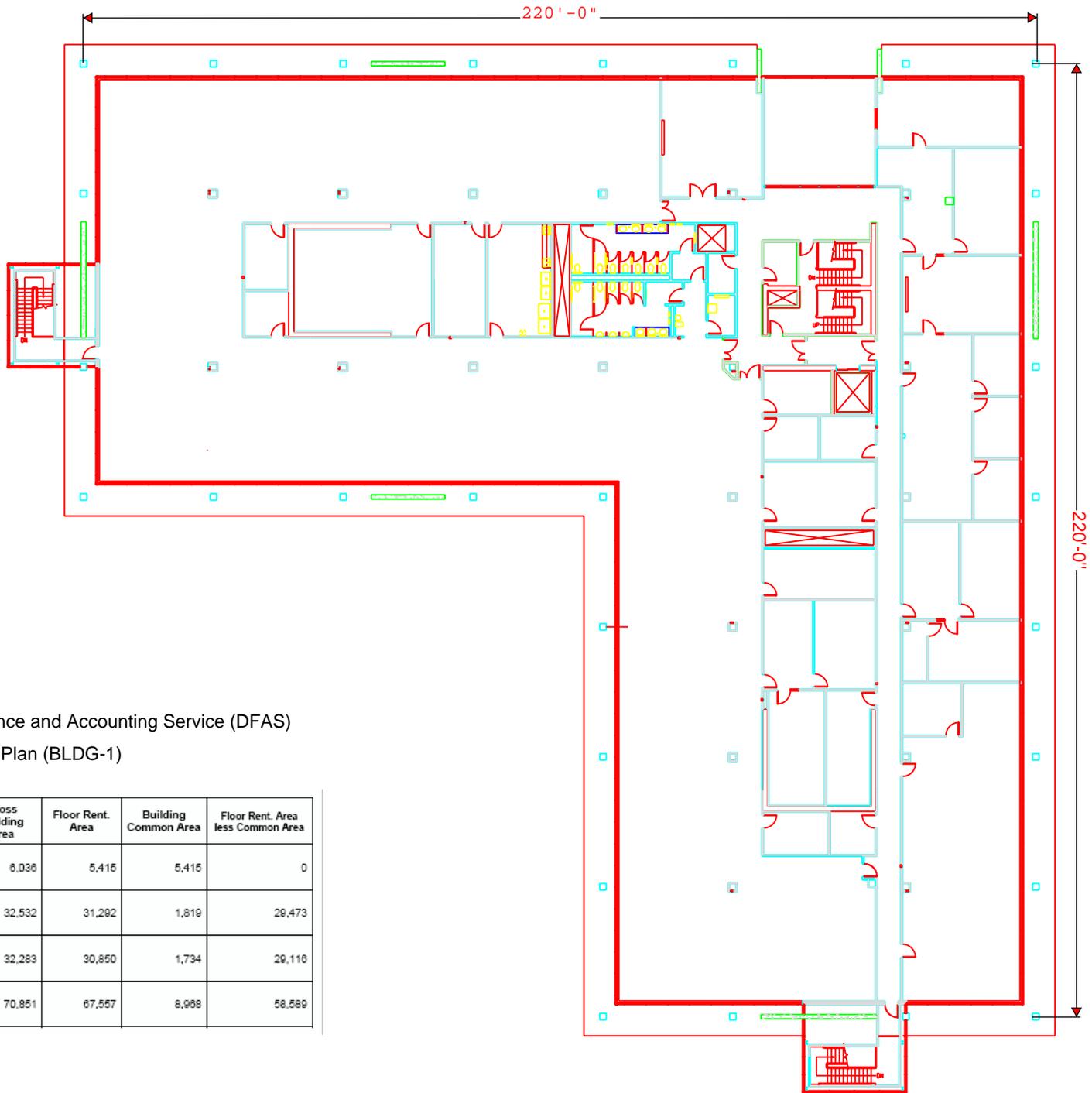
**Exhibit "C"**  
SITE MAP AND DESIGN DRAWINGS

Attached



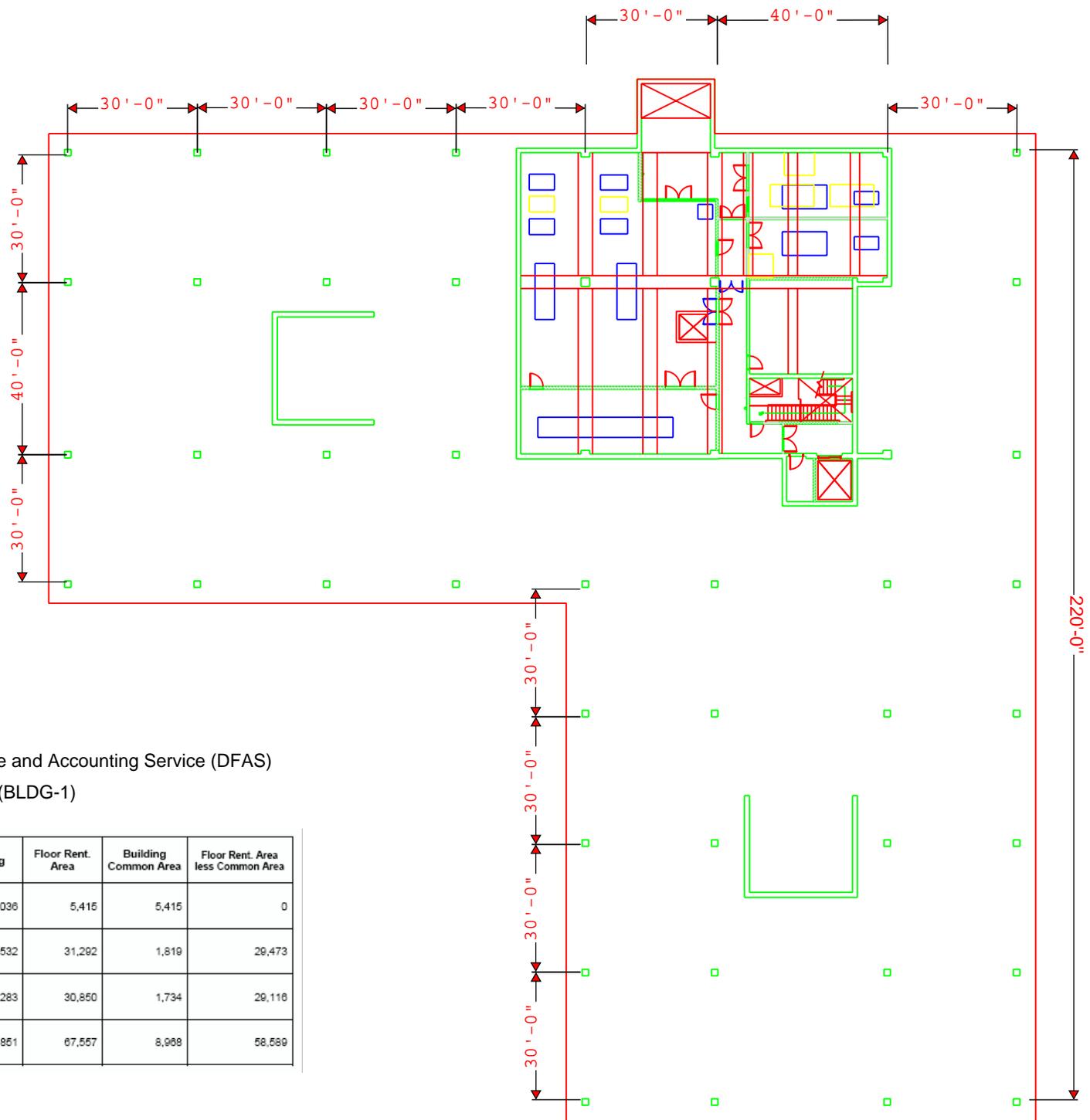
Defense Finance and Accounting Service (DFAS)  
 First Floor Plan (BLDG-1)

Floor	Gross Building Area	Floor Rent. Area	Building Common Area	Floor Rent. Area less Common Area
Basement	8,036	5,415	5,415	0
First Floor	32,532	31,292	1,819	29,473
Second Floor	32,283	30,850	1,734	29,116
Total	70,851	67,557	8,968	58,589



Defense Finance and Accounting Service (DFAS)  
 Second Floor Plan (BLDG-1)

Floor	Gross Building Area	Floor Rent. Area	Building Common Area	Floor Rent. Area less Common Area
Basement	6,036	5,415	5,415	0
First Floor	32,532	31,292	1,819	29,473
Second Floor	32,283	30,850	1,734	29,116
Total	70,851	67,557	8,068	58,689



Defense Finance and Accounting Service (DFAS)  
Basement Plan (BLDG-1)

Floor	Gross Building Area	Floor Rent Area	Building Common Area	Floor Rent Area less Common Area
Basement	6,036	5,415	5,415	0
First Floor	32,532	31,292	1,819	29,473
Second Floor	32,283	30,850	1,734	29,116
Total	70,851	67,557	8,968	58,589

**Exhibit “D”**  
**SCOPE OF SERVICES**

The Inland Valley Development Agency (IVDA) requires comprehensive Design-Build services for the buildout of an approximately 88,000 square foot, two-story office building located at 1111 East Mill Street, San Bernardino, CA. The project involves the design, engineering, and construction of building systems and tenant improvements to create build-to-suit, turn-key office space. A primary focus of this scope is to accommodate a potential lease for the County of San Bernardino, requiring significant tenant improvement upgrades.

The Design-Build team shall provide all necessary professional services to bring the project from concept to completion, including:

- Develop full architectural plans and comprehensive MEP (mechanical, electrical, plumbing) and structural engineering for modern office systems.
- Continuously evaluate design elements to meet a project budget estimated at \$100 - \$150 per square foot of rentable space.
- Manage the full plan check and permitting process through both the IVDA and the City of San Bernardino.
- Execute the full-scale construction of building systems and tenant improvements to deliver ready-to-occupy office environments.